# ODE EMIS MANUAL

## Section 2.16:
## Graduation-Only Test Record (GP)

Ohio | Department of Education

**Version 1.0**
September 11, 2012

# REVISION HISTORY

The revision history provides a means for the readers to easily navigate to the places in the manual where updates have occurred. Where there has been a significant change or update it will be highlighted. Minor changes, such as typos, formatting, and grammar are not highlighted.

| Version | Date | Effective Date (FY & Reporting Period) | Change # | Description |
|---|---|---|---|---|
| | | | | |
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# 2.16 GRADUATION-ONLY TEST RECORD

## *Required Reporting Periods*

The Graduation-Only Test Record is to be reported for the Graduation (G) reporting period.

## *General Guidelines*

A Graduation-Only Record is reported during the Graduation (G) reporting period for students who were not enrolled in the district in the current school year or in the just-completed school year for summer graduates, and have been granted a diploma by the reporting district. This record is to be used to report students that fall under the 9th grade Proficiency graduation requirement or the Ohio Graduation Test (OGT) graduation requirement. This record is only reported once the student has been granted a diploma.

## *Graduation-Only Test Data Elements*

The following portion of this section discusses each of the data elements within the Graduation-Only Test Record. The elements are organized alphabetically.

### ☼ *Courses Completed Date Element*

| | |
|---|---|
| Record Field Number | GP090 |
| Definition | The month and year in which the student completed the course requirements for a diploma. |

***Valid Options***

YYYYMM Year, Month

### ☼ *Courses Completed IRN Element*

| | |
|---|---|
| Record Field Number | GP100 |
| Definition | The IRN of the district in which the student completed the course requirements for a diploma. |

***Valid Options***

Six-digit IRN Valid district IRN

### ☼ *Diploma Date Element*

| | |
|---|---|
| Record Field Number | GP160 |
| Definition | The date the student received his/her diploma. |

***Valid Options***

YYYYMMDD Year, Month, Day

### ☼ *EMIS Student ID Number Element*

| | |
|---|---|
| Record Field Number | GP050 |
| Definition | The locally determined EMIS student ID. |

***Valid Options***

Nine-character alphanumeric Local EMIS student ID

## ☼ *Gender Element*

| | |
|---|---|
| Record Field Number | GP070 |
| Definition | The gender of the individual being reported. |

***Valid Options***

M Male
F Female

## ☼ *Graduation-Only Test Score Elements*

**Reading**

| | |
|---|---|
| Record Field Number | GP110 |
| Definition | The most recent outcome achieved by the student in reading. |

**Writing**

| | |
|---|---|
| Record Field Number | GP120 |
| Definition | The most recent outcome achieved by the student in writing. |

**Mathematics**

| | |
|---|---|
| Record Field Number | GP130 |
| Definition | The most recent outcome achieved by the student in mathematics. |

**Social Studies/Citizenship**

| | |
|---|---|
| Record Field Number | GP140 |
| Definition | The most recent outcome achieved by the student in citizenship/social studies. |

**Science**

| | |
|---|---|
| Record Field Number | GP150 |
| Definition | The most recent outcome achieved by the student in science. |

***Valid Options***

2 Passed, OPT
3 Excused from consequences
5 Passed, OGT
6 Met OGT graduation alternative criteria

***Reporting Instructions.*** Report the latest test results.

The above options indicate the most recent outcome for the above test score elements. A test score is reported for each of the subject test areas.

## ☼ *Graduation-Only Test Scaled Score Elements*

**Reading**

| | |
|---|---|
| Record Field Number | GP170 |
| Definition | The reading scaled score achieved by the student. |

**Writing**

| | |
|---|---|
| Record Field Number | GP180 |
| Definition | The writing scaled score achieved by the student. |

**Mathematics**

| | |
|---|---|
| Record Field Number | GP190 |
| Definition | The mathematics scaled score achieved by the student. |

**Social Studies/Citizenship**

| | |
|---|---|
| Record Field Number | GP200 |
| Definition | The social studies/citizenship scaled score achieved by the student. |

**Science**

| | |
|---|---|
| Record Field Number | GP210 |
| Definition | The science scaled score achieved by the student. |

***Valid Options***

INV — Used for students who have taken the test but for good cause the test was invalidated by the Ohio Department of Education or the school district.

000 – 999 — Actual scaled score.

***Reporting Instructions.*** Report the latest scaled score achieved by the student for the given test(s).

## ☼ *Racial/Ethnic Group Element*

| | |
|---|---|
| Record Field Number | GP080 |
| Definition | The racial/ethnic group to which the student belongs or with which the student identifies. |

***Valid Options***

W — White, Non-Hispanic: Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

H — Hispanic: Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.

B — Black, Non-Hispanic: Persons having origins in any of the black racial groups in Africa.

A — Asian or Pacific Islander: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

I — American Indian or Alaska Native: Persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.

M — Multiracial: Persons having origins in two or more of the above options.

## ☼ *State Student Identifier (SSID) Element*

| | |
|---|---|
| Record Field Number | GP220 |
| Definition | The state assigned unique identifier. |

***Valid Options***

Nine-character alphanumeric as assigned by the SSID System

***Reporting Instructions.*** This is required for all students who are reported through this record.

## ☼ *Student Name Element*

| | |
|---|---|
| Record Field Number | GP060 |
| Definition | Name of the student (optional element) |

***Valid Option***

Last, First, Middle/Maiden or Initial

## *Defining a Unique Record*

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Graduation-Only Test Record, the following field must be unique.

| Required Fields | Number |
|---|---|
| EMIS Student ID | GP050 |

# 2.16 Graduation-Only Test Record (GP) File Layout

| Number | Position | Name | PIC/Size |
|---|---|---|---|
| | 1-8 | Filler | PIC 9(8) |
| GP010 | 9-10 | Sort Type | PIC X(2) |
| | | Always "GP" | |
| | 11 | Filler | PIC X |
| GP020 | 12-15 | Fiscal Year, e.g., 2010 (CCYY) | PIC X(4) |
| GP030 | 16 | Reporting Period | PIC X |
| | | G –Graduate | |
| GP040 | 17-22 | IRN of Building for Graduation | PIC X(6) |
| GP050 | 23-31 | EMIS Student ID Number | PIC X(9) |
| GP060 | 32-73 | Student Name (optional) | PIC X(42) |
| | | Format: Last Name Appendage, First Middle/Maiden, or Initial | |
| GP070 | 74 | Gender | PIC X |
| GP080 | 75 | Racial/Ethnic Group | PIC X |
| GP090 | 76-81 | Courses Completed Date (CCYYMM) | PIC 9(6) |
| GP100 | 82-87 | Courses Completed IRN (Where student completed course requirements) | PIC X(6) |
| GP110 | 88 | Reading Test Score | PIC X |
| GP120 | 89 | Writing Test Score | PIC X |
| GP130 | 90 | Mathematics Test Score | PIC X |
| GP140 | 91 | Social Studies/Citizenship Test Score | PIC X |
| GP150 | 92 | Science Test Score | PIC X |
| GP160 | 93-100 | Diploma Date (CCYYMMDD) | PIC 9(8) |
| GP170 | 101-103 | Reading Scaled Score | PIC X(3) |
| GP180 | 104-106 | Writing Scaled Score | PIC X(3) |
| GP190 | 107-109 | Mathematics Scaled Score | PIC X(3) |
| GP200 | 110-112 | Social Studies/Citizenship Scaled Score | PIC X(3) |
| GP210 | 113-115 | Science Score | PIC X(3) |
| GP220 | 116-124 | State Student ID (SSID) (Required for all student who are reported through this record) | PIC X(9) |